

## REGIONAL NAF PERSONNEL OFFICE

### MWR Dept/NSA, VQ-Sewell's Point Sub-Region, Regional Recycling Program

## VACANCY ANNOUNCEMENT

02/04/04

Does not confer to Civil Service Status

**POSITION:** Waiter Supervisor (Banquet Captain)  
NS-7420-01

**ANNOUNCEMENT#** SP 31-04

Salary: \$8.28 per hour

**LOCATION:** MWR Dept/Food & Beverage Div/NSA  
Norfolk, VA 23511

**CLOSING DATE:** Open Until Filled

**AREA OF CONSIDERATION:** Open

(1) Position, Flexible

**NOTE:** No relocation costs will be paid

Direct Deposit of salary is a condition of employment

**DUTIES:** Assists the Club Coordinator with on-the-job training for up to thirty (30) NA01 waiters who are responsible for providing food and beverage services for catered/special events. Relays instructions received from the Club Coordinator/Catering Sales Specialist ensuring work is carried out in compliance with signed contract. Makes recommendations to the supervisor in regards to approval/disapproval of leave; awards, hiring or corrective disciplinary actions as needed; provides initial evaluation of performance. May act for the Club Coordinator in his/her absence. Reviews signed contracts prior to the function to determine what supplies or equipment will be needed, ensuring items are readily available and that all safety and sanitation procedures are followed. Demonstrates proper work methods and inspects work in progress and upon completion to ensure that all instructions and contractual agreements have been met. Reports the status of work in progress and immediately reports any causes for delay to the supervisor for resolution prior to the start of the function. Upon completion of the assigned function, completes a Post Function Report and forwards to the Club Coordinator/Catering Sales Specialist. Ensures all work areas of the catering and conference center are well organized and maintained and that all equipment and supplies are clean and stored in their proper places and locked at the end of each function. Secures clean linen, glassware, and silverware and sets assigned tables spreading clean linens and placing glasses, condiment holders, silverware and table decorations on table. Prepares side tables with other necessary items that may be required during the course of the meal. Works according to rigid time schedules securing food and/or beverage from kitchen and bar area. Serves meal or beverage, placing dishes by course in front of each guest. During the course of the meal, continues to monitor the guest's needs, refilling beverages and providing additional items as requested to ensure a pleasant dining experience. Upon completion of the meal, removes soiled dishes, glasses and silverware. Performs basic cleaning duties such as sweeping, mopping and vacuuming to maintain a constant and clean working area. Ensures all current sanitation requirements are followed and maintained. Performs other related duties as assigned.

**QUALIFICATIONS:** Must possess a working knowledge of sanitation practices and procedures. Knowledge of proper food handling techniques including, but not limited to the correct side to serve and remove from, tabletop set-up, alcoholic beverage service, etc. Must possess a minimum of one-year work related experience. Must be a mature individual with leadership abilities, who can exercise control over a large group of people to ensure good order and discipline as necessary. Current CARE/TIPS training is strongly preferred. **Special Requirements:** As a condition of employment, must be able to obtain a Health Card prior to first day of work. Must be able to successfully pass a Food Handlers Sanitation course, thereafter to be updated and maintained annually. Must successfully complete an annual CARE/TIPS training course. Must possess a valid driver's license, as travel to and from the club may be required in performance of duties. Position is subject to an irregular tour of duty, including nights, and may include weekend and holiday work to cover all operational hours and special events.

**-FILING INSTRUCTIONS:** Applicants must submit a completed application and preference documents to: Regional NAF Personnel Office, 1200 Fechteler Road., Norfolk VA 23505. (Corner of Terminal Blvd and Diven Street)

**-NOTE:** Applications are available in the NAF Personnel Office. "Unless otherwise specified, all applicants must be 16 and over."

**-EMPLOYMENT PREFERENCES:** To claim a preference, you must submit documents as follows. Explanation and Application for preference are available at NAF Personnel Office. No preference is given unless requested and documented. ACCEPTANCE OR DECLINATION OF A POSITION ENDS ABILITY TO CLAIM PREFERENCE FOR SPOUSE OR IVS APPLICANT.

**-MILITARY SPOUSE:** Must attach a copy of military member's PCS orders and write SPOUSAL PREFERENCE on the front of the employment application.

**-VETERAN:** Attach copy of DD214

**-INVOLUNTARILY SEPARATED MILITARY MEMBERS & DEPENDENTS:** Must attach IVS Hiring Preference information form and one of the following: DD214 or copy of DD1173. ALL IVS PREFERENCE ARE APPROVED ONLY IF DISCHARGE/RE-ENTRY CODE MATCHES ELIGIBILITY LIST.

**-ALL prior military discharged within the past 10 years must attach a copy of their DD214 showing the reason for discharge and re-entry code.**

**-Active Duty Military:** Military regulations require that you obtain a special request authorization (NAVPERS 1336/3) prior to being accepted for outside employment. To be considered for NAF employment, you must attach a completed authorization form to all applications, and include your command POC name and phone number.

*"The Department of the Navy is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factors."*

**Web Site:** [www.nsa-norva.navy.mil](http://www.nsa-norva.navy.mil)

**JOBS Line:** 440-JOBS (5627)